

S-E-C-R-E-T

22 September 1967

OFFICE OF FINANCE INSTRUCTION NO. 128

SUBJECT : General - Reporting of Leave

Specific - Travel Voucher Certification

25X1A

REFERENCE : [REDACTED]

1. PURPOSE

This instruction establishes the procedure for reporting leave taken by travelers in TDY or PCS travel status as determined from a pre-audit of the travel vouchers.

2. GENERAL

Normally, leave taken while in a travel status will be reported on the Time and Attendance card or on the Duty Status Report unless the traveler is absent from his post when the period is reported. The application of a constructive travel schedule by a travel auditor frequently results in leave charges which will not have been reported by the traveler. Therefore, Certifying Officers are to report independently any leave resulting from the application of constructive travel schedules and any leave acknowledged by the traveler on his travel voucher. The office responsible for official leave records will receive such reports and take action to charge leave in instances in which leave had not been previously recorded.

3. PROCEDURES AND RESPONSIBILITIES

a. Certifying Officers at Headquarters shall:

- (1) Report on Form 1082, "Report of Travelers Leave," any leave indicated by a traveler on his travel

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GROUP I Excluded from Automatic Downgrading and Declassification

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voucher, any leave resulting from the application of a constructive travel schedule, or any leave resulting from the audit of a travel voucher as applicable to the period he was in a travel status.

(2) Distribute the copies of the Form 1082 as follows:

- (a) Original to Compensation and Tax Division or, for military details, to Mobilization and Military Personnel Division, Office of Personnel.
- (b) Copy to employee.
- (c) Copy with original travel voucher.

b. Compensation and Tax Division shall:


- (1) Ascertain whether the leave reported on the Form 1082 has already been reported through a time and attendance report.
- (2) Where the leave has not been reported, charge the leave account of the employee as appropriate.
- (3) File the Form 1082 for future reference.

c. The Mobilization and Military Personnel Division, Office of Personnel, has agreed informally to a procedure comparable to that described in 3b above for military details.

4. EFFECTIVE DATE

This procedure is effective upon date of issue.

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R. H. FUCHS
Director of Finance

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